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**CONFIDENTIAL***REPTS-3  
D/TREW  
Summary  
Rpt.*

Executive Assistant to DCI Document No. 031 3 August 1954  
 NO CHANGE in Class. ☐  
 Director of Training ☐ DECLASSIFIED  
 Class. CHANGED TO: TS S **(C)**  
 Weekly Summary Report DDA Memo, 4 Apr 77  
 Auth: DDA REG. 77/1763  
 Date: 30/01/78 By: 008

1. At the request of FE Division, DB/P, a Korean Familiarization Course is being organized for analysts and clerical personnel performing elementary reference work. The course is being planned to meet for one two-hour session a week for ten weeks, and commence during the month of September.

2. Arrangements have been completed for the admission of one student each in the Hungarian and Russian Reading Courses of the National Security Agency.

3. The Foreign Service Institute, Department of State, and the National Security Agency have been apprised of Agency language training requirements for FY 1955. Information has been requested as to the capabilities of these agencies to assist CIA in meeting these requirements.

4. A special briefing was provided for the newly appointed Deputy for Intelligence, Far East Air Forces.

5. Two commissioned officers of the Office of the Director of Intelligence, USAF, attended the Indoctrination Program on 22 July 1954.

6. A rating form for use in the systematic evaluation of written products has been developed. In addition to being used in ORA, a DB/P training course, and in OCI as part of the writing ability study, it is being used in the Basic Intelligence Course (Intelligence) as a method of evaluating writing ability as shown in course projects.

7. On 25 June, the External and Language Training Division conducted a series of Russian language proficiency examinations open to all CIA personnel. Thirty-five persons participated in these examinations, the Agency component breakdown being as follows: ISS, 10; OSI, 10; SR, 6; OCD, 4; ORA, 3; COMSEC, 1; and OTA, 1. The test was divided into reading, writing and speaking phases, with candidates permitted to elect any or all phases. The examinations were administered by Mr. [REDACTED] OTN Slavic language instructor; Mr. [REDACTED] SR Division and a native of Russia; and Mr. [REDACTED], Contact Division of the Office of Operations, who has had wide experience with the

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Russian language, particularly in the field of interrogating. It is reasonable to expect that the proficiency testing program may serve the twofold purpose of providing impartial and objective evaluations of language skill to be made part of the individual's official record, and also that of constituting an incentive to seek improvement of existing levels of achievement.

SIGNED

MATTHEW BAIRD

MB:ep (8/3/54)

cc: DD/P  
DD/I  
AD (Commo)

OTR Distribution:

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